

Request for Proposal

A process, including relevant documentation, that invites offers from service providers for the delivery of specific WIA-related services, and includes receipt of information necessary for an objective evaluation of and comparison to similar offers.

EXCLUSIONS

Procurement of the following types of services are excluded from these guidelines:

Delivery of training service in accordance with 20 CFR, Subpart D and Subpart E:

- ▶ through providers currently eligible per the state Eligible Training Provider List (ETPL) and the Individual Training Accounts (ITA) process.
- ▶ through contracts with providers of on-the-job training (OJT) or customized training.
- ▶ through contracts with community-based organizations (CBOs) or other private organizations designed for special participant populations facing multiple barriers to employment.

PROCUREMENT OF YOUTH SERVICES

Section 123 of WIA requires the selection of youth providers through a competitive selection process. Each Local Workforce Investment Board (LWIB), with recommendations from its Youth Council and in accordance with criteria outlined in the State WIA Five-Year-Strategic Plan, is afforded the opportunity to identify providers of youth services that effectively address the needs of local youth.

(A) The competitive procurement of youth services applies to the following design elements of local WIA Title IB youth programs:

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
- Alternative secondary school offerings [e.g. General Education Diploma (GED)]
- Paid and unpaid work experience, including internships and job shadowing
- Occupational skills training
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors (e.g. exposure to post-secondary education opportunities, community/service learning projects, teamwork/team leadership, decision-making, and life skills).

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- Supportive services which may include assistance with transportation, child care and dependent care, housing, referrals to medical services, appropriate work attire and related tools including protective eyewear
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
- Follow-up services for not less than 12 months after the completion of participation, as appropriate
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral.

Local Boards are urged to develop RFPs in a manner which encourages meaningful competition and increases choices for youth customers. The State would encourage a process under which potential providers are allowed to bid on those services for which they are qualified. This is as opposed to a “bundled” process under which potential bidders must bid on most or all services in order to be considered as a qualified bidder.

(B) The competitive procurement of youth services need not apply to the following design elements of local Title IB youth programs when these elements are offered and/or administered by the local grant recipient or fiscal agent. Competitive procurement for the following elements is allowable, but is not required, for these design elements.

- Intake
Program registration, eligibility determination and collection of information to support eligibility verification, pre-screening of potential participants and general orientation to self-help services, and referrals to other services.
- Objective assessment
Identification of service needs, academic levels, goals, interest, skill levels, abilities, aptitudes, and supportive service needs, and measures of barriers and strengths; review of basic and occupational skills, prior work experience, employability potential, and developmental needs.
- Development of the Individual Service Strategy (a product of the objective assessment)
- Case management services that are part of the overall individual Service Strategy, apart from such services offered by providers that were competitively selected.
- Summer employment activities
 - Note (1) If providers other than the grant recipient or fiscal agent are to operate summer youth employment programs, these providers must be selected on a competitive basis.
 - Note (2) Whether summer employment opportunities are competitively selected or directly provided by the grant recipient or fiscal agent, evidence of a direct linkage between employment and academic or occupational learning must be documented.